



AMBASSADOR
EDUCATION SOLUTIONS



UNIVERSITY of WISCONSIN
GREEN BAY

BookAT

Booklist Adoption Tool Training

Meet Team Ambassador



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Services Manager



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About Ambassador

5

Decades of
Experience

99%

Customer
Retention

100% In-House
Technology
Team

1000+

Technology &
Content Providers

800+

Campuses

250+

IA/EA Programs



AMBASSADOR



Easy Course Materials Fulfillment



Ambassador All-In Equitable & Inclusive Access: students automatically receive course materials by the first day of class



Online Bookstores: 24x7 school-branded, mobile-friendly sites to view and order materials



Hybrid Bookstores & Spirit Stores: blended shopping experiences



Bulk Fulfillment: items delivered to the school in bulk so they can handle distribution



Ambassador Flex: combine any or all of Ambassador's service models to meet a school's unique needs



RODA

Course Materials Platform

Real-Time Data Access



- ✓ Reporting, Analytics, Financial Controls
- ✓ No Duplicate/Drop Functionality
- ✓ Automatic Student Transaction Ledger Posting
- ✓ PinPoint Technology
- ✓ Booklist Management
- ✓ Inventory Control
- ✓ Retention Report

What is BookAT?



BookAT

Streamlines Booklist Collection and Management



Millions of titles
updated regularly



Improved decision
making



Pricing comparison
tools



Simplified approval
processes

Through BookAT, You Can Adopt All the Materials You Need



Textbooks



eBooks



Access Codes



Courseware



Publisher Direct



OER



Custom Content



Rentals and Marketplace



Print-On-Demand



Scrubs, Kits & Labs



Devices & Connectivity



School Logo Wear



Graduation Regalia

How Does BookAT Work?



Who Uses BookAT?

BookAT is designed around a workflow with three (3) user roles in order of increasing permissions:

Submitters

Reviewers

Approvers

The hierarchy of roles is set, however, the workflow can be entered at any point.

Submitters

Typically the instructor of the course/section



Submits materials they want for the course in BookAT



Only has access to assigned courses



Can only change a course from Incomplete to Submitted

Reviewers

Typically, a department coordinator, dean, or chair



Can 'Review' submitted materials



Can 'Submit' materials themselves



Can send questions to Submitters within BookAT to resolve issues.

Approvers

Generally, a bookstore manager
(Ambassador Customer Service Team)



Full access to BookAT



Can edit materials and manage Submitter assignments



Final approval of materials



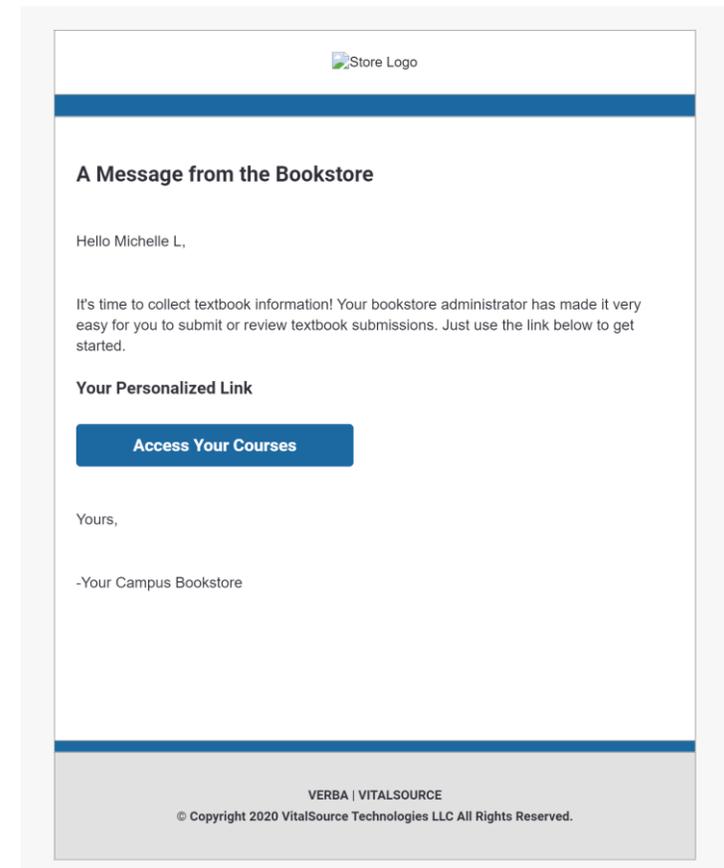
Can upload course list and email Users

Submitter Workflow



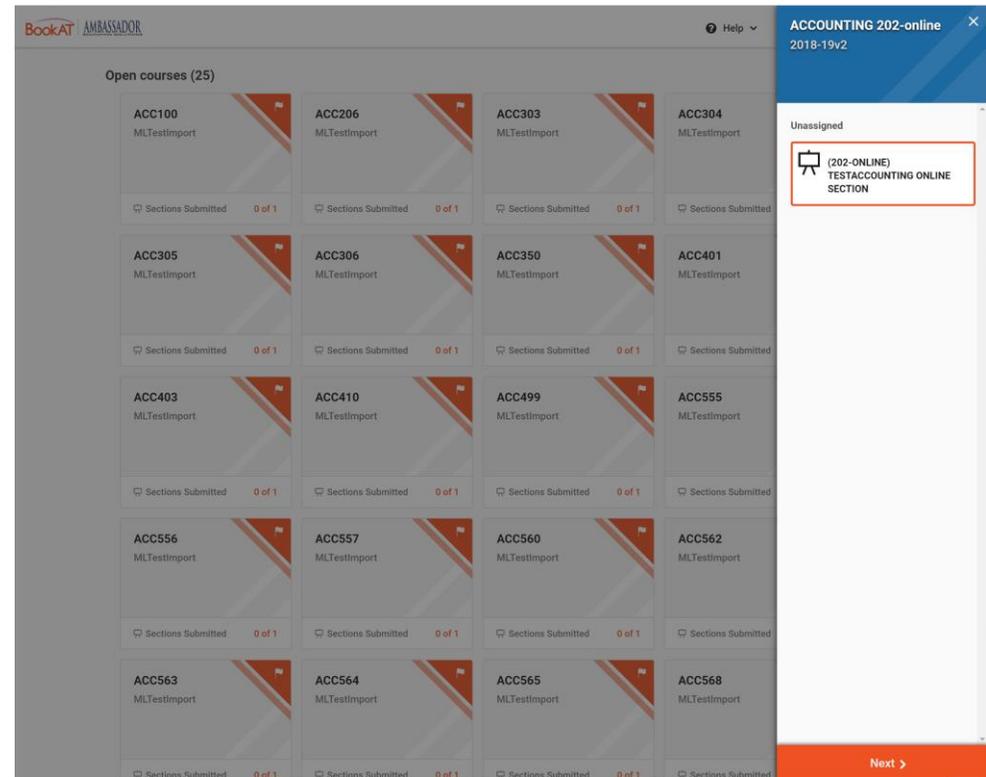
Step 1: Receive Email Invitation

- **Instructors will receive an email with a personalized link to access BookAT.**
- **No username or password is required.**
- **Click on “Access Your Courses” and a personalized list of your courses will automatically populate in BookAT.**



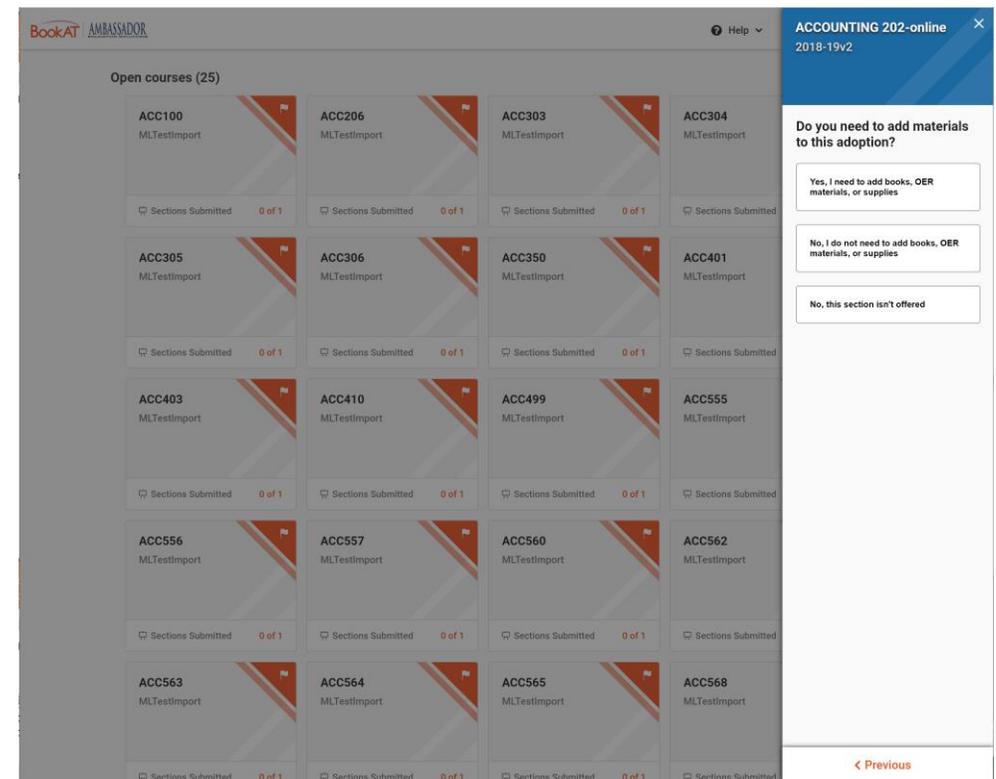
Step 2: Choose Your Open Courses One at a Time

- Upon clicking the personalized link, the instructor is taken to a list of their assigned courses.
- Instructors select the courses they want to work with and click the 'Next' button to proceed.



Step 3: Read and Respond to the Questions

- **Instructors select one option:**
 - **Yes, I need to add books, OER materials or supplies**
 - **No, I do not need to add books, OER materials or supplies**
 - **No, this section isn't offered**
- **If adoptions are needed, then the Instructor will continue, otherwise the Courses/Sections will be marked appropriately.**



Step 4: Select Your Course Materials

There are 3 options for adding materials to a course:

- 1. Copy Previous Adoption**
- 2. Add New Materials**
- 3. Add Manually**

Option 1: Copy Previous Adoption

BookAT AMBASSADOR

Help Log Out Review and Submit

ACCOUNTING 202-online

2018-19v2
(202-online) TestAccounting Online Section

[Copy Another Adoption](#) [Add New Materials](#) [Add Manually](#)

Previously Adopted Text and Materials

Filter All Sections USJ Spring 2020 ACCT 205 (01) Managerial A...

Molecular Biology of the Cell
By: Alberts, Bruce, Johnson, Alexander, Lewis, Juli...
ISBN: 9780815344322
eISBN: 9781317563754
Publisher: Norton & Company, Incorporated, W. W.
Digital with Inclusive Access Pricing

[View Details](#) [Quick Add to List](#)

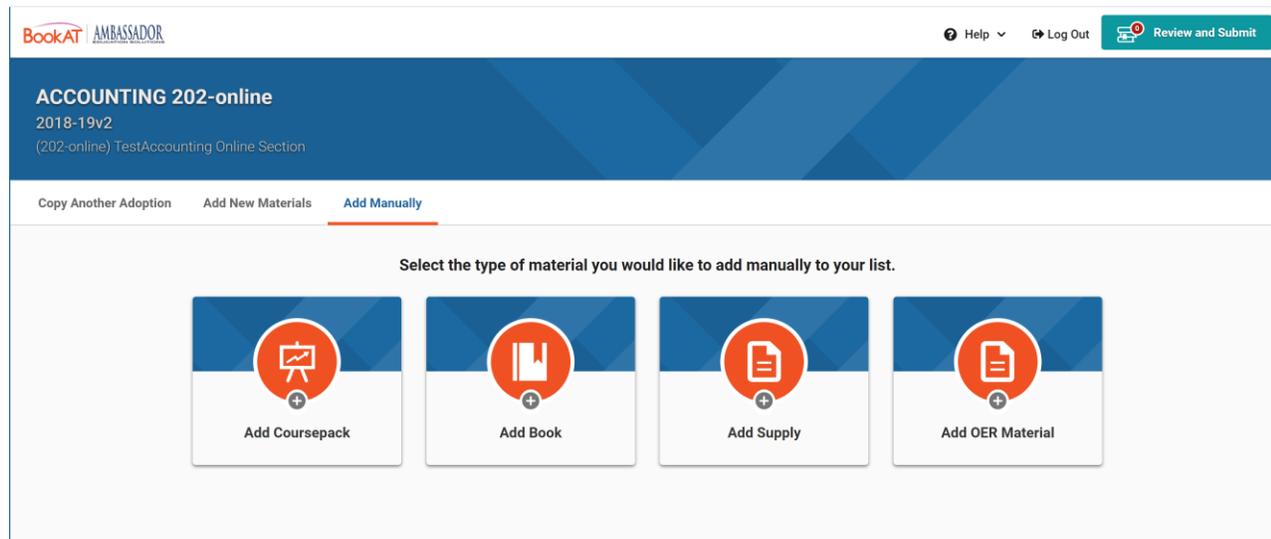
Search the semester and course of your previous adoption and select the materials to re-adopt.

Option 2: Add New Materials

The screenshot displays the BookAT Ambassador interface. At the top, the header includes the BookAT logo, navigation links for 'Help', 'Log Out', and 'Review and Submit', and the course title 'ACCOUNTING 202-online 2018-19v2 (202-online) TestAccounting Online Section'. Below the header, there are tabs for 'Copy Another Adoption', 'Add New Materials', and 'Add Manually'. A search bar contains the text 'Accounting'. The results section, titled 'Results for "Accounting"', shows four book cards. Each card includes a book cover, a 'Filter' button, 'Only OER' text, and icons for 'Print Available' and 'Digital Available'. The books listed are: 'Payroll Accounting 2015' by Bing, Bernard J., Toland, Judith A.; 'Managerial Accounting' by Garrison, Ray, Noreen, Eric, Brewer, Peter, Garri...; 'International Accounting' by Dougnik, Timothy, Perera, Hector; and 'Accounting Information Systems' by Romney, Marshall B., Steinbart, Paul J. Each card has a 'View Details' and 'Quick Add to List' button. Below the search bar, there is a message: 'Looking for something specific?' with a search bar containing 'Search by ISBN, Author or Title'. Below this is a large magnifying glass icon with a question mark and the text: 'No results for this search. Do you need to add a book or material manually?' with an 'Add Manually' button.

Search for materials by ISBN, Author, Title or Subject and review format/pricing.

Option 3: Manually Add



Manually add item information and our Bookstore Team will work to find the item you need:

- **Course Packs**
- **Books**
- **Supplies**
- **OER Materials**

Option 3: Manually Add (cont.)

Select the type of material you would like to add manually to your list.

 Add Coursepack

 Add Book

 Add Supply / OER

Add Supply / OER Manually

Please describe the supply or open educational resource for this course.

Description / Title*

Supplier / Creator

Link (URL)

Cancel Add

Add a Book Manually

Please fill out the form below to manually enter your book

ISBN*

Title*

Author*

Publisher

Publish Date

Edition

Cancel Add Book

Select the type of material you would like to add manually to your list.

 Add Coursepack

 Add Book

 Add Supply / OER

Add Coursepack Manually

Planning on using a Coursepack? Enter a title or brief description in the box below.

Title*

Cancel Add Coursepack

Option 3: Manually Add (cont.)

Item Requirements

ISBN

Required Status

Select one

Is this adoption for an eBook only?

Select one

If physical textbook, should the student be offered a choice of physical text or eBook?

Select one

Is this an IA Inclusive Access Course? If unsure, select NO

Select one

Cancel Apply

A list of questions will appear that you are required to answer.

This will help Ambassador source your items and complete the booklist.

Option 3: Manually Add (cont.)

ACCOUNTING 202-online

2018-19v2

(202-online) TestAccounting Online Section

< Back

Review & Submit

Your Selections



Payroll Accounting 2015

Bieg, Bernard J., Toland, Judith A.

ISBN: 9781285862071

Required

Edit | Remove

Additional Details

Estimated Enrollment *

Estimated students enrolled

Add a Note

If you'd like, you can include a note updating collaborators and course materials staff.

Add your notes here

Submit Adoptions

Add additional information about your course if necessary and click 'Submit Adoptions.'

Step 5: Follow the Prompts

Step 6: Review Adoptions

- **After adding each item, answer the questions as they pertain to the materials you are adopting.**
- **Click the Review and Submit button in the top right corner.**

Step 7: Ask Questions, Add Comments, and Submit

- Enter questions for the course materials team.
- If you want a message displayed on the Online Bookstore alongside your course, please specify **PRODUCT NOTES** and add them here.
- Click **Submit Adoptions** to complete the process.

The screenshot shows the Ambassador BookAT interface for course COUN 570. The page is titled "Review & Submit" and displays the following information:

- Course Information:** COUN 570, Demo Course List, (02) Internship I in CMHC.
- Navigation:** < Back, Review & Submit, Review and Submit (button).
- Your Selections:** A card for the book "Interpersonal Process in Therapy" by Teyber, Edward, McClure, Faith, Teyber, Faith Holmes, Teyber, Faith. ISBN: 9781305271531. The card includes a "Required" label and "Edit | Remove" options.
- Additional Details:** Estimated Enrollment * (field for "Estimated students enrolled").
- Add a Note:** A section for adding notes, with a sub-header "Notes" and a text area for "Add your notes here".
- Submit Adoptions:** A button at the bottom right of the form.

Ongoing Communications and Support

- **RECEIVE MESSAGES:** Look for an email from your course materials team responding to your question(s) and/or clarifying your adoption and notes.
- **VIEW MESSAGES & ACTIVITY:** Click on the fourth tab to access a history of all messages and activity.
- **RESPOND TO MESSAGES:** Reply to the course materials team with any additional questions or comments.

The screenshot displays the Ambassador Education Solutions BookAT platform. At the top, there are logos for Ambassador Education Solutions and BookAT, along with navigation links for COURSES, CONTACT US, and a settings gear. The main header shows 'DEMO COURSE LIST COUN 570' with buttons for 'BACK TO COURSES', 'NEXT COURSE', 'WATCH VIDEO', and 'COURSE ACTIONS'. Below the header, there's a search bar with the text 'Post or send a message...' and a 'MARK SUBMITTED' button. The interface is divided into several tabs: 'SELECTED MATERIALS', 'COPY ANOTHER ADOPTION', 'ADD MATERIALS', and 'MESSAGES & ACTIVITY'. The 'MESSAGES & ACTIVITY' tab is active, showing a list of messages. The first message is from Michelle L. dated October 22, 2024, at 11:27 AM, regarding added materials. The second message is from Michelle Leontis dated October 21, 2024, at 03:45 PM, with the subject 'Message About Course Adoptions- 10/21/2024'. Below this message is a text input field for a reply and a 'SEND MESSAGE' button. The third message is also from Michelle Leontis dated October 21, 2024, at 03:33 PM, with the subject 'Test Message - ML'. It also has a text input field for a reply and a 'SEND MESSAGE' button. At the bottom of the page, there are copyright notices: '© 2024 VERBA | VITALSOURCE' and 'PRIVACY POLICY · COOKIE POLICY · ACCESSIBILITY POLICY'.

Reviewer Workflow



Reviewer Course List

Reviewers can see a list of all courses they are assigned to review.

The dots in the left most column signify status:

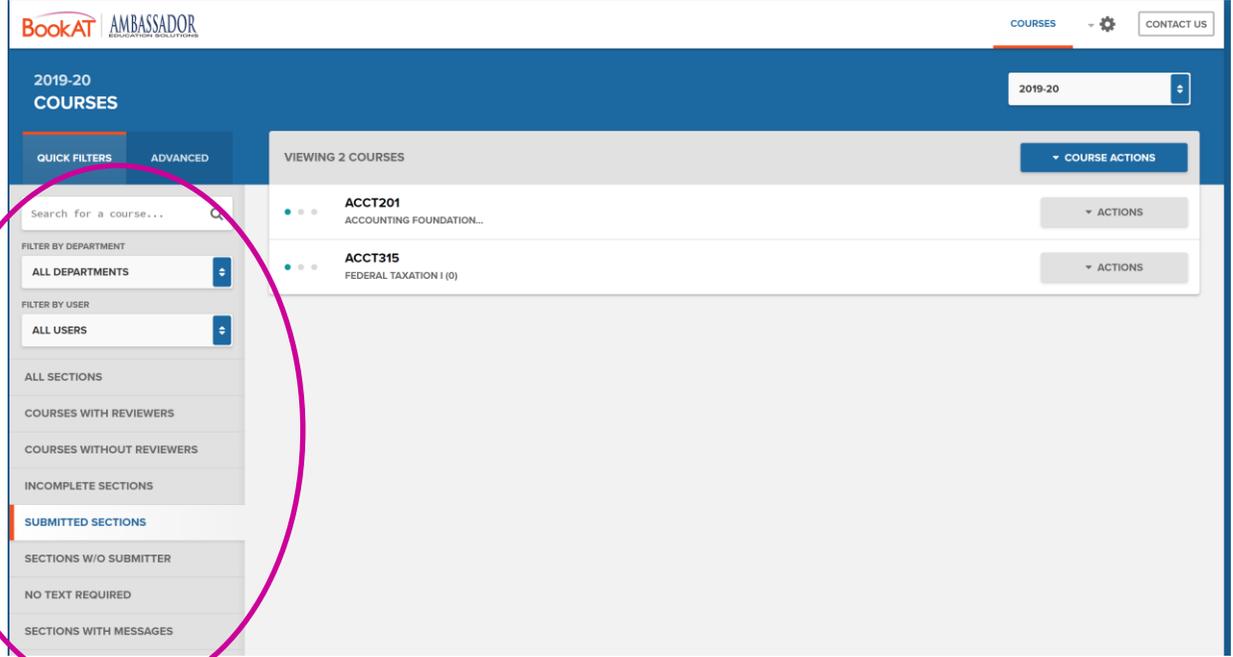
- No Dots - Incomplete
- 1 Dot - Submitted
- 2 Dots - Reviewed
- 3 Dots - Approved

The screenshot shows the '2019-20 COURSES' page in the BookAT Ambassador system. The page includes a search bar, filter options for department and user, and a list of 77 courses. Each course entry displays a status indicator (dots) and an 'ACTIONS' button. The status indicators correspond to the legend provided in the text: 0 dots for 'Incomplete', 1 dot for 'Submitted', 2 dots for 'Reviewed', and 3 dots for 'Approved'.

Course ID	Course Name	Status (Dots)	Actions
ACCT200	ACCOUNTING BASICS FOR M...	3	ACTIONS
ACCT201	ACCOUNTING FOUNDATION...	1	ACTIONS
ACCT202	ACCOUNTING FOUNDATION...	3	ACTIONS
ACCT213	COST ACCOUNTING (0)	3	ACTIONS
ACCT220	ACCOUNTING INFORMATION...	0	ACTIONS
ACCT290	ACCOUNTING ABA INTERNS...	0	ACTIONS
ACCT301	INTERMEDIATE ACCOUNTING...	3	ACTIONS
ACCT302	INTERMEDIATE ACCOUNTING...	0	ACTIONS
ACCT310	ACCOUNTING FRAUD EXAMI...	3	ACTIONS
ACCT315	FEDERAL TAXATION I (0)	1	ACTIONS

Courses to Review

Use the Quick Filters to find all Submitted Courses.



The screenshot displays the '2019-20 COURSES' page in the BookAT Ambassador system. The interface includes a search bar, a 'QUICK FILTERS' sidebar, and a list of courses. The 'QUICK FILTERS' sidebar is circled in purple, highlighting the 'SUBMITTED SECTIONS' filter option. The main content area shows two courses: ACCT201 (ACCOUNTING FOUNDATION...) and ACCT315 (FEDERAL TAXATION I (0)).

Course ID	Course Name	Actions
ACCT201	ACCOUNTING FOUNDATION...	ACTIONS
ACCT315	FEDERAL TAXATION I (0)	ACTIONS

Reviewing a Course

Reviewers can:

- Modify the materials list
- Message the Submitters
- Mark the course as reviewed

Once you have completed your work on a course, click 'Next Course' until all courses have been reviewed.

The screenshot shows the BookAT Ambassador course review interface for the 2019-20 ACCT201 course. The interface is divided into several sections:

- Header:** BookAT Ambassador logo, COURSES, CONTACT US, and navigation buttons: BACK TO COURSES, NEXT COURSE, WATCH VIDEO, and COURSE ACTIONS.
- Course Information:** 2019-20 ACCT201, MERGE OR SPLIT SECTIONS, and a message input field with a MARK REVIEWED button.
- Materials List:** A list of materials under the heading "2 SELECTED MATERIALS".
- Material 1:** WARREN- BUNDLE: ACCOUNTING, LOOSE-LEAF FORMAT, 27TH + LMS INTEGRATED CENGAGENOWV2, 2 TERMS PRINTED ACCESS CARD. BY WARREN, CARL S., REEVE, JAMES M., DUCHAC, JONATHAN, WARREN, CARL. Includes ISBNs, publisher, edition, and publication date. A "REMOVE FROM LIST" button is visible.
- Material 2:** EXPERIMENTS MANUAL TO ACCOMPANY DIGITAL ELECTRONICS: PRINCIPLES AND APPLICATIONS. BY TOKHEIM, ROGER, TOKHEIM, ROGER L. Includes ISBNs, publisher, edition, and publication date. A "REMOVE FROM LIST" button is visible.
- Actions:** COPY ANOTHER ADOPTION, ADD MATERIALS, and MESSAGES & ACTIVITY (1).

Q&A

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